

2016



TOWN OF DANVILLE  
**Recreation Services**

# Contract Instructor Handbook

## Independent Contractor

An independent contractor creates their own curriculum, provides their own supplies, and staffs their activity entirely on their own. In addition, they set their own hours and budget, and are entirely responsible for submitting an invoice to receive payment. Independent contractors offer a general service to the public and are required to abide by the terms of their contract with the agency for which they are providing the service.



Revised 02-19-16

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The information in this booklet is intended for current and potential instructors. Please use this booklet as a reference and resource for teaching a class for the Town of Danville’s Recreation Services.

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The general process for proposing and offering a class is as follows. Refer to the Glossary in Appendix – for more information.

- **New Contract Instructor Application and Course Proposal:** Prospective instructor submits application and course proposal to Coordinator for review no later than the published deadline. Instructor must also provide a course outline, sample materials, information about organization, etc., for review.
- **Interview and Reference Checks:** Qualified instructor candidates will be invited to interview. Town policies, procedures, and expectations will be reviewed and discussed. The Coordinator will contact instructor references.
- **Contract and Purchase Order:** Upon mutual agreement with the instructor candidate, the Coordinator completes a contract with all of the required signatures (instructor, Town staff, and City Attorney). The contract will not exceed one year in length and will always terminate on the last day of the Town's fiscal year, June 30.

The contract is submitted to the Finance Department by the Coordinator with Purchase Requisition to establish an open Purchase Order. No instructors may teach without a signed contract and open Purchase Order on file. For returning instructors, new contracts and Purchase Requisitions will generally be completed by mid-June of the current fiscal year for the upcoming fiscal year.

- **Fingerprinting & Tuberculosis Testing:** All instructors who will be working with youth under 18 must be fingerprinted and provide proof of a negative TB Test taken within the last two years.
- **Mandated Reporting:** Independent contractors are considered mandated reporters by law under the "Child Abuse and Neglect Reporting Law". All instructors must report reasonable suspicions to children and family services or the Danville Police Department as soon as reasonably possible. (See Glossary: "Child Abuse, Reporting")
- **Business License:** This process needs to occur annually. All documents pertaining to business licenses need to be submitted to your Program Coordinator. For more information regarding the Business License policy, see pages 11-12.
- **Insurance:** All contract instructors are required to provide \$1M liability insurance. A copy of the certificate, or payment for insurances purchased through the Town are due to the Coordinator by the published deadline, or the class(es) may be cancelled.
- **Monitor enrollment:** Seven (7) days, minimum, prior to scheduled class, the instructor calls the Coordinator to check enrollment and to determine whether class will be cancelled. The Town prefers to give registrants one week notice of class cancellations. For new class offerings, it is sometimes advisable to offer the class despite low enrollment in order to build the class's reputation.
- **Request rosters and attendance sheets:** Prior to class, instructors request their class rosters and attendance sheets from their Coordinator at least 24 hours in advance. These documents can be faxed, emailed, or left in the Instructor Binder at the Community Center for pick up.
- **Attendance sheets:** Instructors must have all participants, or if applicable the parents/guardians, sign in and out at every class. Teens ages 11 and up can sign themselves in and out of class.
- **Class observation:** Coordinators may observe classes periodically.
- **Participant Course Evaluations:** At the end of each quarter, coordinators will email an evaluation to every participant via Survey Monkey. Instructors can contact their coordinator for specific feedback on a class.
- **Invoice:** Following the completion of their class/program, the instructor submits an invoice to the Coordinator. Coordinators will not create invoices for their instructors.
- **Payment Schedule:** The Coordinator checks the submitted invoice against the most current roster in the system. Coordinator approves the invoice, including any adjustments, and sends it to the Finance Department which will process the payment according to the published schedule.

## Appendix A

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### Contract Instructor Checklist

#### Submitting a Proposal

- ☐ New Contract Instructor Application
- ☐ Course Proposal(s) due by published deadline (Appendix B)
- ☐ Interview with Coordinator (New Instructors)
- ☐ Reference checks (New Instructors)

#### Before Your Class Begins

- ☐ Contract and Purchase Order
- ☐ Complete and submit Instructor Insurance Form (Appendix C)
- ☐ Fingerprinting required if teaching for ages 17 years and under: Submit completed LiveScan form to Coordinator for each individual instructor
- ☐ Business License (see Glossary for detailed requirements)
- ☐ Get approval from Coordinator for additional marketing collateral
- ☐ Check enrollment 7 days prior to class start date
- ☐ Request roster and attendance sheet from Coordinator, minimum 24 hours notice

#### Conducting Your Class

What to bring with you:

- ☐ All supplies
- ☐ Class roster and Attendance Sheet
- ☐ Accident Form
- ☐ Recreation Services Contact List

#### After Your Class is Complete

Please submit the following documentation to your Coordinator upon completion of your class:

- ☐ Attendance Sheet, signed by all participants
- ☐ Invoice with original signature (Appendix D)

### Course Proposal Schedule 2016-2017

	<b>Fall 2016</b>	<b>Winter 2017</b>	<b>Spring 2017</b>	<b>Summer 2017</b>
<b>Item</b>	Arts insert (15 weeks)	(10 weeks)	Summer Camps/Aquatics (11 weeks)	(13 weeks)
Proposals Due	5/17/2016	8/9/2016	10/25/2016	2/7/2017
Proof Activity Guide	6/28/2016	9/20/2016	1/4/2017	3/21/2017
Deliver Post Office & Office copies	8/3/2016	10/26/2016	2/3/2017	4/26/2017
Registration Begins	8/8 sports res 8/9 sports open  8/15 res 8/16 open	10/31 sports res 11/1 sports open  11/7 res 11/8 open	Rec Expo 2/11/17 2/13 sports res 2/14 sports open  2/21 spr/camp/aq res 2/22 spr/camp/aq open	5/1 sports res 5/2 sports open  5/9 res 5/10 open
Classes Begin	9/6/2016	1/9/2017	3/20/2017	6/5/2017
Classes End	12/17/2016	3/18/2017	6/3/2017	8/26/2017



## CONTRACT INSTRUCTOR INSURANCE

RECREATION SERVICES



Complete and return (with copy of certificate or attached check) to:

Danville Community Center, Attn: Instructor Insurance, 420 Front Street, Danville, CA 94526-1740

### INSTRUCTOR INFORMATION

Instructor Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course title(s) or general description (e.g. dance classes, youth science classes/camps, etc.): \_\_\_\_\_

### INSURANCE INFORMATION

I understand that as a Contract Instructor for the Town of Danville, I am required to provide proof of insurance, or my class(es) will be cancelled. *Instructor Initials:* \_\_\_\_\_

Select one of the following 2 options:

☐ I will provide insurance in the form of a Certificate of Liability Insurance via my homeowner's or business insurance.

☐ The insurance is in the minimum amount of \$1 million personal liability insurance.

☐ The certificate must list as Additional Insured (exact wording):

Town of Danville  
Attn: Recreation Services  
510 La Gonda Way  
Danville, CA 94526

☐ For classes taking place at the Los Cerros or Diablo Vista Community Gymnasiums, or Monte Vista Community Pool, the certificate should also list as Additional Insured (exact wording):

San Ramon Valley Unified School District  
699 Old Orchard Drive  
Danville, CA 94526

☐ I am purchasing quarterly insurance through the Town of Danville from Diversified Risk.\*

*\*Insurance for sports activities is NOT available through this option.*

Quarter (select one): ☐ Winter ☐ Spring ☐ Summer ☐ Fall Year: \_\_\_\_\_

☐ My check is enclosed for \$51.60, payable to Town of Danville. This fee is good for one calendar year and will be revised each January.

☐ I understand this insurance covers any and all classes taught by myself/my company lasting 1 day to 13 weeks in duration.

☐ I understand that this insurance payment is non-refundable, even if my class is cancelled.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR TOWN USE ONLY

Coordinator Name: \_\_\_\_\_

Program Area: ☐ Youth ☐ Teens ☐ Adults ☐ Seniors ☐ Sports & Fitness ☐ Performing Arts ☐ Visual Arts

☐ Check certificate for accuracy

☐ File certificate with instructor contract

☐ Enter insurance expiration date in CLASS

☐ Forward check stapled to form to Danville CC Administrative Secretary

## Appendix C



**TOWN OF DANVILLE**  
510 La Gonda Way, Danville, CA 94526

**GENERAL INCIDENT/INJURY REPORT FORM**  
(Non-employee)

**NOTE:** This form is not for Workers' Compensation and is to be used for incidents involving the general public, or persons not employed by the Town of Danville. This form needs to be submitted to Program Coordinator within 24 hours of incident.

Date/Time of Incident:	__/__/__	__:__ am/pm
Name of person involved in incident:		
Address:		Phone #
Location of Incident: Facility:		Area:
Incident occurred (circle one)	(a) During a Town program	(b) Other (describe)
Description of Incident:		
How were the persons involved cared for? By whom?		
Was there a vehicle involved in the incident?		Yes / No
Vehicle Description:	Year	Model
Driver's License Number:		License Plate Number:
Witnesses: Name:		Phone #
Name:		Phone #
Name:		Phone #
Town representative(s) present:		
What action was taken? By whom?		
Signature of staff filing report:		Date:
Review by supervisor:		Date:
Reviewed by Safety Committee:		Date:

## Appendix D

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### CONTRACT INSTRUCTOR INVOICE/REQUEST FOR PAYMENT

RECREATION SERVICES



To: Town of Danville

From: Instructor Name/Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### COURSE INFORMATION

Class Title: \_\_\_\_\_ Barcode: \_\_\_\_\_

Class Start Date: \_\_\_\_\_ Class End Date: \_\_\_\_\_ Class Times: \_\_\_\_\_

PARTICIPANT ATTENDANCE	
Number of Participants Registered:	
— Number of No-Shows/Cancelled Registrants:	
= Actual Number in Attendance:	
BILLING INFORMATION	
Resident Class Fee per Attendee:	
x 0.60 (60% paid to Instructor):	x .60
= Class Fee per Attendee Owed to Instructor:	
x Actual Number in Attendance:	
= Class Fees Owed to Instructor:	
+ Other Fees Owed to Instructor:	
= Total Fees Owed to Instructor:	

Instructor Signature (original): \_\_\_\_\_

Instructor PO#: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR TOWN USE ONLY

☐ Course Waivers Received

☐ Course Evaluations Received

☐ Course Rosters Verified

## Appendix E

### Payment Schedule and Terms

We appreciate doing business with your company and understand the importance of timely invoice payment.

State law requires that the Danville Town Council authorize payment of the Town's financial obligations. To meet this requirement, all payments are listed on a Register of Audited Demands and approved at a Town Council meeting prior to payment.

The attached schedule is provided to ensure that there will be no delay in bringing your invoice before the Town Council. Please note that invoices must be received ten working days before the Demand Register deadline. Checks in payment of invoices listed on the Register of Audited Demands will be available by 3:00 p.m. the day following the Town Council meeting. Occasionally, the Town Council may reschedule a meeting, which will cause a short delay in the payment process. Also note that there is only one scheduled Council meeting in January, August and December 2013.

To further expedite the payment process, please list the Purchase Order Number you have received from the Town on your invoice. If you have questions regarding the payment process, please call Renee Waluch at (925) 314-3359 or Lani Ha at (925) 314-3358.

***Deadline for Vendor to  
submit invoice to Town:***

**Council:  
Meeting**

**Payment  
Date:**

12/18/2015	1/12/2016	1/13/2016
1/8/2016	2/2/2016	2/3/2016
1/22/2016	2/16/2016	2/17/2016
2/5/2016	3/1/2016	3/2/2016
2/19/2016	3/15/2016	3/16/2016
3/11/2016	4/5/2016	4/6/2016
3/25/2016	4/19/2016	4/20/2016
4/8/2016	5/3/2016	5/4/2016
4/22/2016	5/17/2016	5/18/2016
5/13/2016	6/7/2016	6/8/2016
5/27/2016	6/21/2016	6/22/2016
6/10/2016	7/5/2016	7/6/2016
6/24/2016	7/19/2016	7/20/2016
7/22/2016	8/16/2016	8/17/2016
8/12/2016	9/6/2016	9/7/2016
8/26/2016	9/20/2016	9/21/2016
9/9/2016	10/4/2016	10/5/2016
9/23/2016	10/18/2016	10/19/2016
10/7/2016	11/1/2016	11/2/2016
10/21/2016	11/15/2016	11/16/2016
11/18/2016	12/20/2016	12/21/2016



## Appendix F

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### Recreation, Arts, and Community Services Contact List

Main Office: Danville Community Center, 420 Front Street

Business hours: Monday-Friday, 8:30 am - 5:00 pm

Phone: (925) 314-3400 • Fax: (925) 820-2782

#### Staff Office Location/Mailing address:

##### **Danville Community Center, 420 Front Street, Danville, CA 94526**

Jessica Wallner – Program Supervisor	314-3402
Joy Pellizzari – Administrative Secretary/Registrar	314-3400
Allison Socha – Program Coordinator, Teens/Special Recreation	314-3403
RJ Natal – Program Coordinator, Youth	314-3404

##### **Village Theatre & Art Gallery, 233 Front Street, Danville, CA 94526**

*Note: This office is not open to the general public. Please call to make an appointment.*

Henry Perezalonso – Recreation Services Manager	314-3454
Tamara Oskoui – Program Supervisor	314-3426
April Hillyer – Program Coordinator, Adult Sports & Fitness/Aquatics	314-3459
Marija Nelson Bleier – Program Coordinator, Cultural Arts/Visual Arts	314-3460
Christian Mejia – Program Coordinator, Cultural Arts/Performing Arts	314-3418
Cat Bravo – Program Coordinator, Youth Sports & Fitness	314-3422

##### **Veterans Memorial Building & Senior Center, 115 E. Prospect Ave., Danville, CA 94526**

Senior Services	314-3430
Ian Murdock – Program Supervisor, Seniors & Adults	314-3431
Yvonne Nouri – Administrative Secretary	314-3432

##### **Oak Hill Park Community Center, 3005 Stone Valley Rd., Danville, CA 94526**

*Mailing address: Danville Community Center, 420 Front Street, Danville, CA 94526*

*Note: This office is not open to the general public. Please call to make an appointment.*

Nicole Watson – Program Supervisor	314-3405 general
	314-3406 direct

#### **Facilities Management Staff**

Nicole Watson – Facilities Program Supervisor	314-3405 general facilities
	314-3406 direct/voicemail
Richard Hunter – Facilities Attendant *	727-2788 cell
Andy Overmoe – Facilities Attendant *	922-4552 cell

*\* Note: Facility Attendants should be contacted to unlock or lock facilities and for set-ups and breakdowns. Richard Hunter works mornings (Monday-Friday) and Andy Overmoe works evenings (Tuesday-Saturday).*

On weekends, please call in the following order:

(925) 575-6047 or -6074 cell	Weekend attendant
(925) 922-4552 cell	Andy Overmoe

# Appendix G



## TOWN OF DANVILLE

510 La Gonda Way - Danville, CA 94526  
(925) 314-3326  
www.danville.ca.gov

### BUSINESS LICENSE APPLICATION

Please Check One

- ☐ New Application  
☐ Change of Owner  
☐ Change of Address  
☐ Change of Business Name  
☐ Home Occupation

<b>Business Name</b> _____ <b>Business Owner Name</b> _____ <b>Business Address</b> _____ <small>(Cannot be P.O. Box per State of California Business &amp; Professions Code-Section 17536.5)</small> <b>Mailing Address</b> _____ <b>Business Phone</b> _____ <b>Fax No.</b> _____ <small>(Optional)</small> <b>Description of Business</b> _____ <b>Ownership</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Corp-Ltd Liability <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Trust		<b>Bus. Start Date</b> _____ <b>State Resale No.</b> _____ <b>Federal ID No.</b> _____ <b>State Employer ID No.</b> _____ <b>State Contractors Lic. No.</b> _____ <b>State Lic. Type</b> _____ <b>Expire Date</b> _____ <b>Email Address</b> _____ <b>APN Number</b> _____	
<b>Enter below names of Owners, Partners, or Corporate Officers</b> (attach additional sheet, if necessary)		<b>Business Location</b> <input type="checkbox"/> Owned <input type="checkbox"/> Rented <b>If Rental: List Building</b> _____ <b>Owner Name</b> _____ <b>Building Owner Address</b> _____	
<b>1st Owner Name</b> _____ <b>Title</b> _____ <b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small> <b>Home Phone No.</b> _____ <b>Cell / Pager No.</b> _____ <b>2nd Owner Name</b> _____ <b>Title</b> _____ <b>Home Address</b> _____ <small>(Cannot be P.O. Box)</small> <b>Home Phone No.</b> _____ <b>Cell / Pager No.</b> _____		<b>Driver License No.</b> _____ <b>Soc. Sec. No.</b> _____ <b>Driver License No.</b> _____ <b>Soc. Sec. No.</b> _____	
<b>In case of emergency, please contact</b> (attach additional sheet) <b>PLEASE LIST ONLY THE PEOPLE WHO ARE ABLE TO RESPOND</b> <b>Contact Name</b> _____ <b>Phone #</b> _____ <b>Cell #</b> _____ <b>Alarm Company, if applicable</b> (attach additional sheet) <b>Company Name</b> _____ <b>License #</b> _____ <b>Phone #</b> _____		<b>Businesses in Danville commercial districts will be listed in the directory of the Danville In Style all-Inclusive website designed to promote local businesses (www.danvilleinstyle.com)</b> <b>DBA</b> _____ <b>Personal Email (internal use only)</b> _____ <b>Business Email (for customers)</b> _____ <b>Website URL</b> _____	
<b>OFFICIAL USE ONLY</b> <b>Date</b> _____ <b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/> <b>Received By</b> _____ <b>Amount</b> _____ <b>CK#</b> _____ <b>Permit #</b> _____ <b>Zoning</b> _____ <b>Land Use</b> _____ <b>Audit</b> _____ <b>Police</b> _____ <b>Business License #</b> _____ <input type="checkbox"/> Home Occupation <input type="checkbox"/> Health Dept.		<b>EXEMPTIONS AND OUT OF BUSINESS</b> <input type="checkbox"/> If you are exempt from fees, sign the appropriate statement on the fee schedule. <input type="checkbox"/> If you are no longer doing business in Danville, sign the appropriate statement on the fee schedule. <b>HAZARDOUS MATERIALS</b> Does your business have hazardous materials on site?    Yes <input type="checkbox"/> No <input type="checkbox"/> <b>TOBACCO RETAILER'S LICENSE</b> Chapter 7-6 of the Danville Municipal Code requires all persons or entities selling tobacco products on a retail basis within the Town of Danville to maintain a tobacco retailers license. If you are a tobacco retailer, please indicate below. <input type="checkbox"/> I'm planning to sell tobacco products on a retail basis within the Town of Danville and I'm enclosing an application for tobacco retailer's license. See Fee Schedule for more details.	
<b>BUSINESS FEE CALCULATION</b> The fee schedule is on reverse side. Please select the proper fee for your business and show your calculation here: Class:    A    B    C    C1 Other: _____ (Circle One) <b>Flat Fee</b> \$ _____ <b>Danville Employee Fee</b> \$ _____ <b>*State SB1186 Fee</b> \$ 1.00 <b>Total Amount Due</b> \$ _____ A check for the appropriate fee payable to "Town of Danville" must accompany this application. No license will be issued without payment.		I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, building permits and any other permits required by law have been or will be secured prior to the commencement of the business activity which is the subject of this application. <b>Executed at</b> _____ <b>California on</b> _____ <b>20</b> _____ <b>Signature of Owner or Representative:</b> _____ <b>Print Name:</b> _____ <b>Date:</b> _____ <b>AVOID PENALTIES - FILE PROMPTLY - ALL BUSINESSES ARE SUBJECT TO AUDIT</b>	

## Appendix H

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### APPLICATION FOR EXEMPTION FROM DANVILLE'S BUSINESS LICENSE FEE

FINANCE



FISCAL YEAR \_\_\_\_\_

Application Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Pursuant to the Town's Business License Ordinance (Danville Municipal Code Chapter 3-6), any business making over \$10,000 in revenue in a fiscal year (July 1-June 30) from business conducted in the Town of Danville must pay for a business license. This includes revenues earned in Danville from all sources. Any business making less than \$10,000 must obtain a license but is exempt from the fee. \_\_\_\_\_ (Initial)

I, \_\_\_\_\_, am requesting exemption from the Town of Danville's Business License fee, based on Section 3-6.4 d of the Danville Municipal Code because I do not anticipate earning more than \$10,000 in revenue in the coming fiscal year. I further acknowledge that should I in fact earn over \$10,000 during the fiscal year, I shall pay the applicable business license fee at that time. I am the owner of the above business and declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*For Official Use Only*

Current Status: \_\_\_\_\_ New Business/Instructor \_\_\_\_\_ Previous FY Year Exemption \_\_\_\_\_ Previous FY Year Business License renewal

BL Application on File: \_\_\_\_\_ Yes \_\_\_\_\_ No (App Attached) Business License Number \_\_\_\_\_

Reviewed By (initials): \_\_\_\_\_ Department Representative \_\_\_\_\_ Department Head \_\_\_\_\_ Finance Department

TOWN OF DANVILLE RECREATION SERVICES • 420 FRONT STREET • DANVILLE, CA 94526-1740  
925.314.3400 PHONE • 925.820.2782 FAX • WWW.DANVILLE.CA.GOV

300-F002-0115

## Appendix I

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### Glossary of Policies and Terms

#### Accident Reports

If an accident or injury occurs to a class participant or instructor, immediately complete a *General Incident/Injury Report Form* (see Appendix C) and contact your designated Program Coordinator/Supervisor within 24 hours (see *Recreation Services Contact List*, Appendix F). Complete all sections of the report, and include as much specific information as possible regarding circumstances surrounding the incident/accident, witnesses, etc. If you have any other questions regarding an accident, please call your Coordinator. Only staff or instructors are to complete the accident report form.

Some things to remember when dealing with an accident:

- If serious injury occurs, do not move the injured person more than absolutely necessary.
- If necessary, call for Emergency support.
- For minors under 18 years of age, notify parent or guardian as soon as situation allows. Parent should arrange for necessary transportation and relieve you of further action. Do not transport the injured individual by yourself.
- Stay with injured person until relieved by emergency personnel.
- Notify your Coordinator or Supervisor of the accident as soon as possible.
- An accident form must be filled out the day of the injury and submitted to the Coordinator or Supervisor within 24 hours.

**Release of Accident Information:** If a serious accident should occur or one for which an accident report is submitted, all instructors are directed to give no information relative to the circumstances surrounding the accident to any person, except identified Town employees. In all cases, the Assistant Town Manager will release the information to their representative. This procedure is necessary to prevent inaccurate hearsay information and to protect the Town of Danville in case of legal action.

#### Activity Guide

All classes are listed in the Town's quarterly Activity Guide (mailed to all Danville area and Alamo residents). The Guide is published four times per year and is also available for viewing on the Town website, [www.danville.ca.gov](http://www.danville.ca.gov).

#### Americans with Disabilities Act (ADA)

The ADA is federal legislation which gives civil rights protection to individuals with disabilities. This act guarantees equal opportunity for individuals with disabilities for employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the Town of Danville to fully abide by the requirements of the ADA and to make accommodations for individuals with vision or hearing impairments or other individuals with disabilities so that they have an equal opportunity to participate. Please advise Town staff if a participant has a disability requiring special accommodations.

**Brochure Edition:** The brochure edition is either Fall, Winter, Spring, or Summer. General class dates are:

- Fall: Mid-September through mid-December
- Winter: 2nd week of January through mid-March
- Spring: Mid-March through mid-June
- Summer: Mid-June through mid-September

#### Business License

Pursuant to the Town's Business License Ordinance (Danville Municipal Code Chapter 3-6), any business making over \$10,000 in revenue *in a fiscal year (July 1-June 30)* from business conducted in the Town of Danville must pay for a business license. This includes revenues earned in Danville from all sources. Any business making less than \$10,000 must obtain a license but is exempt from the fee. Should the business in fact earn over \$10,000

during the fiscal year, the applicable business license fee shall be due at that time, and contract instructor payments may be withheld until license fee is paid.

All documents pertaining to contract instructor Business Licenses need to be submitted to your Program Coordinator prior to beginning work with the Town. Staff will request from the Contract Instructor the following information (along with a signed contract, proof of insurance and fingerprint/TB results):

#### **New Instructors**

1. ***Business License Application*** (Appendix G)  
and
2. Associated fees for license if anticipated revenue will exceed \$10,000  
or Completed & signed ***Application for Exemption from Danville's Business License Fee*** (Appendix H)

#### **Returning Instructors**

1. Proof of Business License renewal (if paid online)  
or Renewal form with associated fees if anticipated revenue will exceed \$10,000  
or Completed & signed ***Application for Exemption from Danville's Business License Fee*** (Appendix H)

#### **Child Abuse, Reporting**

The Town's outside contractors are considered to be Mandated Reporters under the "California Abuse and Neglect Reporting Law". This means that the Independent Contract Instructors must report any "reasonable suspicion" of child abuse or neglect, based on information obtained in his or her professional capacity or within the scope of his or her contract or service. A report must be filed with the Danville Police department or Contra Costa County Child and Family Services Bureau. "Reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing on his or her training and experience, to suspect child abuse or neglect. "Reasonable suspicion" does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect. Whenever a mandated reporter reasonably suspects a child has been the victim of child abuse or neglect, the mandated reporter must IMMEDIATELY or as soon as practicable make a telephone call to the DANVILLE POLICE DEPARTMENT at (925) 820-2144 or CONTRA COSTA COUNTY CHILD AND FAMILY SERVICES BUREAU at (877) 881-1116.

#### **Class Cancellations**

Instructors are responsible for requesting rosters and monitoring enrollment for their classes. Coordinators must be notified seven (7) days in advance of an instructor's intent to cancel a class due to low enrollment. The Town reserves the right to cancel a class five (5) days prior to its start.

#### **Class Dates, Days and Times**

As facilities are very limited, it is helpful for you to include any alternate dates, days and times you would like to offer your class. The more flexible you are with days and times, the more likely we will be able to offer your class. Please note that priority may be given to ongoing and returning instructors. Your classroom will be available for use 15 minutes prior to start time, unless you request additional time on your proposal.

#### **Class Rosters and Attendance**

Instructors must pick up copies of their class roster and attendance sheet prior to the start of the class. To receive these documents by fax or email, or to pick them up at the Danville Community Center in the "Instructor Binder," instructors must call or email their Coordinator 24 hours in advance. Instructors must have all participants, or if applicable the parents/guardians, sign in and out at every class. Teens ages 11 and up can sign themselves in and out of class. Completed, attendance sheets must be returned to your Coordinator before your invoice can be processed. ***Instructors shall not utilize Town class rosters for business promotional or marketing purposes.***

#### **Compensation**

For your services, you receive 60% of the resident rate that you charge.

## **Course Evaluations**

Feedback from participants is very important. At the end of each quarter, coordinators will email an evaluation to every participant via Survey Monkey. Instructors can contact their coordinator for specific feedback on a class.

## **Detailed Course Description**

Please submit the description you would like printed in the Activity Guide. Please limit this to 25 words, as space in the Guide is extremely limited. If you are unsure of what to write, browse through course descriptions in various guides. The Town reserves the right to edit descriptions.

## **Emergency Procedures**

The need for an emergency evacuation can be for many reasons. These may include fire alarm, earthquake, weather or other hazardous conditions. During an evacuation, Instructors are responsible for the participants in their program. Instructors' responsibilities are as follows:

1. Instructors are expected to ensure the safety and supervision of their participants in the event of an evacuation.
2. Instructors should take roll and have their attendance or class list to record everyone at the beginning of the class and after the evacuation.
3. After an evacuation, Instructors will stay with participants under the age of 18 until they have been released to a parent or guardian.
4. In the event that a parent or guardian does not pick up their participant under the age of 18 after the scheduled class end time, Instructor must stay with the participant or release the participant(s) to Town of Danville Staff or Police Officer.
5. Should an Instructor be injured or need to leave immediately, they must release their participant(s) under the age of 18 to Town of Danville Staff or a Police Officer before leaving.
6. Follow all directions of safety personnel and city staff.

## **Equipment Available for Use (no charge to Independent Contractor):**

- Whiteboard (must provide own dry erase markers)
- TV/VCR/DVD
- PA with Microphone and Stand
- Tables and Chairs: please clean tables after use or use table covering

## **Equipment Not Available for Independent Contractors**

Instructors are not allowed to use the Town's copy machines, fax machines, computers or phones at any of the facilities and must bring their own easel paper and markers (for paper and dry erase boards) and laptop projectors.

## **Facilities**

The Town has a variety of locations available for hosting classes. If you are unsure which facility to request, please leave it blank. The Town will select an appropriate facility for you based on facility availability, your class needs and estimated class size. Facilities are very limited. The Town reserves the right to move a class within an appropriate time frame and with notice.

## **Town Facilities List**

- Danville Community Center: Lounge, Valley Oak Room, Las Trampas Room, Art Room
- Diablo Vista Middle School Community Gymnasium
- Diablo Vista Park: 2 soccer fields, 2 lighted baseball diamonds
- Hap Magee Ranch Park: Cottage, Swain House, Magee House
- Library: Mt. Diablo Room
- Los Cerros Middle School Community Gymnasium
- Monte Vista Community Pool
- Oak Hill Park Community Center: Ballroom, Meeting Rooms A, B, C
- Osage Station Park: 5 soccer fields, 4 baseball diamonds
- Sycamore Valley Park: 5 soccer fields, 6 baseball diamonds, 8 bocce courts
- Town Meeting Hall

- Veterans Memorial Building: Art Room, Conference Room, Meeting Room and Community Hall (which can be split into Room A, B and C)
- Village Theatre and Art Gallery

### **Facility Set-Up/Take-Down and Assistance**

Arrive at least ten (10) but no more than fifteen (15) minutes prior to your class start time, unless otherwise arranged with your Coordinator. Please refer to the *Recreation Services Contact List*, Appendix F, should you need facility assistance on the day of your class. Please clean up after your class and vacate the facility directly after class to allow set up for the next class or event. The Town does not provide storage for contract instructors' equipment or supplies.

### **Fees**

Each instructor sets the resident fee for their class. The Town of Danville imposes a non-resident fee for individuals who do not live within the Town limits which is 20% higher than the resident fee. Once the class has been completed, the instructor invoices for 60% of the resident fees, and the Town keeps 40%. This 40% covers facility fees, production of the Activity Guide, staff support, registration, bank fees, etc. The instructor does not receive any percentage of the non-resident fee.

### **Lab Fees/Supplies/Materials**

Instructors are responsible for providing all materials and supplies needed for their classes. Instructors may choose to charge a small (less than \$20) "Supply Fee." This fee needs to be justified with receipts for supplies, and the instructor is permitted to keep 100% of this fee.

### **Field Moratorium**

December 1 until March 1 each year. During this time, no activities can be scheduled on any of the natural turf fields.

### **Fingerprinting & Tuberculosis Testing**

Any Independent Contract Instructor that will be in contact with minors will be required to submit proof verifying a negative Tuberculosis (TB) test has been completed before teaching. No Instructor, employee or volunteer shall work with minors unless the proper screening has taken place. All instructors working with youth must be fingerprinted before they can begin teaching a class. Contact your Coordinator to complete the LiveScan form and schedule an appointment through the Police Department.

### **Harassment & Violence in the Workplace**

The Town of Danville is committed to providing safe and secure programs without compromising the safety of the public and its Contract Instructors. The Town of Danville does not condone and will not tolerate any form of violence, whether in the form of action or verbal threats, veiled or explicit, including actions or threats.

Because an early intervention maximizes the chances of redirecting the instigator's violent behavior into non-violent modes of expression, any statement made in the presence of any Contract Instructor, who is thought to be threatening, shall be reported immediately and on a confidential basis to the Police Department.

Harassment can be defined as any behavior that is disrespectful and causes discomfort to another person. Harassment of any Contractor, whether physical or verbal, whether by Management, Supervisors or Program Participants, is unacceptable. Harassment based on any of the protected characteristics is illegal: race, color, religion, sex, age, national origin, ancestry, citizenship, disability, veteran status, medical condition, marital status, and sexual orientation.

Harassment is behavior that is unwelcome and derogatory based on an person's protected class membership. Types of harassment include:

- Verbal Harassment: derogatory comments, jokes, slurs
- Physical Harassment: unwanted physical contact, assault, any interference with normal movement
- Visual Harassment: derogatory posters, cartoons or drawings

- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Your responsibilities as a contact Instructor are:

- Be responsible for your own actions and conduct.
- Take action on any observed harassment taking place in the environment.
- Action may include:
  - If you are being harassed:
    - Clearly tell the person that the behavior is offensive and unwanted.
    - Document instances and details of the situation you think are inappropriate to your Program Coordinator.
  - If you witness harassment:
    - Document instances and details of the situation you think are inappropriate to your Program Coordinator.
    - Intervene if safe to do so.

## **Holidays**

The Town is closed and classes will not be offered on the following holidays. The Town also observes an annual Holiday Furlough between Christmas and New Year's.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and day after
- Christmas Day

## **Insurance**

### **2016 Insurance Rate (per quarter, per instructor): \$51.60**

Instructors are responsible for providing a copy of their Certificate of Insurance listing the Town of Danville as Additional Insured with liability coverage in the amount of \$1 million (may be higher for sports activities). Certificates for classes held at any school district facilities must list both the Town of Danville and the San Ramon Valley Unified School District as Additional Insured. You will not be able to teach your class if the Town does not have proof of your insurance.

If your homeowner's or business insurance company does not offer this, then insurance can be purchased through the Town of Danville through Hub International. Rates are good for the calendar year, and new rates will be published each January. Insurance payments are not refundable, even if your class is cancelled.

Instructors must submit the *Contract Instructor Insurance Form* in Appendix B to indicate their insurance provider. Any insurance documentation and quarterly payments (payable to: Town of Danville) are due by the first day of the month your class begins. If this information is not received, your class may be cancelled. Submit insurance information directly to your Coordinator.

## **Instructor Illness or Emergency**

If you are unable to teach your class, call the Danville Community Center, 314-3400, and advise your Coordinator as far in advance as possible. If a class cannot be made-up, class participants will receive a pro-rated credit for the class, and the resident fee on which the instructor is paid 60% will be reduced accordingly.

## **Invoices**

In order for you to receive payment, you must submit an invoice for your class. Invoices may be submitted no sooner than 2 weeks prior to the end of your class. Please make sure each class and session is clearly labeled. All



invoices must be original and can not be faxed or emailed. Your invoice should include instructor's name, address, P.O. number (found on the copy of the Purchase Order you receive) and course barcode. The invoice must have an original signature. Invoices may be held for processing until completed, signed class liability waivers are submitted to the Coordinator. A sample *Request for Payment* can be found in Appendix D.

### **Irate Customer**

In the event of an incident at a facility involving an angry customer where you believe you are in danger or in need of assistance, walk away from the situation, go to a safe location, and call 911 (from a cell phone, dial Dispatch directly at (925) 820-2144).\* **AT NO TIME SHOULD YOU PLACE YOURSELF IN DANGER TRYING TO RESOLVE A VOLATILE SITUATION.** \*Caution should be used when dialing 911. If you feel the problem will not get out of hand, call the Police Department non-emergency number at (925) 314-3700.

### **Marketing and Advertising**

#### **The Town's Role**

The Town of Danville advertises all of its classes in the quarterly Activity Guide, mailed to 25,000+ households in the Danville area and Alamo, as well as on the Town website. In addition, the Town, in its discretion, may create additional marketing materials highlighting specific classes or programs. By signing your contract, you consent to these marketing efforts by the Town .

#### **The Instructor's Role**

In addition to the Town's marketing efforts, you may advertise and market your class at your own expense. However, any marketing materials or flyers using the Town logo must be reviewed and approved by your Coordinator prior to distribution.

Instructors may not use Town classes to recruit for personal business or promote their business during class hours or on Town premises. Instructors shall not market products that are sold as part of their business. Instructors shall not utilize Town class rosters for business promotional or marketing purposes.

#### **Use of the Town Logo**

The Town of Danville Logo is a trademark of the Town and may not be used without the express written permission of the Town.

### **Participants, Minimum/Maximum**

Be sure to include the minimum and maximum number of students you are willing to accept. Please remember that it is the Town's goal to limit the number of cancelled classes, and we reserve the right to not offer classes that have the minimum number of participants set too high. The minimum for first-time classes should be set low (e.g., 3-5 people) in order to build the class's reputation.

### **Payment Schedule**

Payment schedule is based on the dates the Town Council meets. A schedule of these dates can be found in Appendix E. Invoices should be sent directly to your Coordinator (see Contact List, Appendix F).

### **Rain and Class Make-Up Policy**

The policy reads: "Make-ups will be given on those occasions when inclement weather requires that a class meeting be cancelled. See instructor at the next scheduled class meeting for make-up date. No refunds (whole or partial) can be given for classes missed by the student."

### **Registration**

All registrations, cancellations, and participant payments are to be handled by the Town of Danville. Registration is online, by mail, fax or phone, or in person at the Danville Community Center. Instructors are not to accept payments. Violation of this policy will terminate an instructor's contract.

### **Refunds, Transfers and Customer Satisfaction**

Participants can withdraw from classes and get a full refund 5 business days prior to the first day of class. They may also receive a refund if they are unsatisfied with the course. Instructors will not be paid for registrants who

are granted refunds or who do not attend class. Invoices will be adjusted accordingly. The official Town Refund Policy is printed in the Activity Guide, as follows:

- When registration falls below the minimum enrollment required, it may be necessary to cancel a class or program. At the time of cancellation, the Town will initiate a full refund. Please allow 4-6 weeks for refunds to be processed.
- Requests for withdrawal will be honored if requested no later than five business days prior to the first day of the class.
- There will be a \$5 processing fee assessed for each activity withdrawal.
- Requests made less than five business days prior to the first day of class must be submitted in writing and will be considered on an individual basis.
- A \$20 processing fee will be charged for processing refunds made by check. We do not provide cash refunds.
- Withdrawals for sports leagues may be approved if a team can be replaced before the first game.

### **Setup and Equipment Requirements**

All independent contractors must submit instructions on their proposal regarding their expected class set up. The Town of Danville will set up the facility as requested. Independent contractors are required to clean up any supplies that are used after the class ends and must always leave the room in the condition in which they found it. *Please note that the Town does not provide storage for instructors' equipment or supplies.*

### **Youth Classes**

If you are teaching a youth class, please ensure that children are not allowed to roam unsupervised, including for bathroom breaks, or to leave the class without a parent/guardian.

**Town of Danville  
Recreation Services**

**(925) 314-3400  
[www.danville.ca.gov/recreation](http://www.danville.ca.gov/recreation)**